

CITY OF ROCKVILLE CHIEF OF POLICE

CHARACTERISTICS OF CLASS:

The Chief of Police performs complex professional and administrative work in managing the City's Police Department in accordance with Federal, State and local laws, statutes, ordinances, charters, regulations and policies. The work is managerial with contacts that include difficult negotiations using a well developed sense of timing and strategy. The work is also subject to broad policy guidance with the incumbent having major impact on and accountability for the police operations of the City. Physical demands are light often involving serious stress handling emotionally charged situations and dealing with multiple projects concurrently. Serves as a member of the senior management team.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs the assignment and supervision of departmental personnel.
- Plans and directs training of personnel in the discharge of their duties.
- Takes or recommends appropriate disciplinary action.
- Proposes modifications of departmental regulations and proceedings to meet changing conditions.
- Enforces departmental regulations governing administration of the Police Department.
- Recommends recognition of meritorious service above and beyond the line of duty.
- Recommends personnel actions including appointment, commendation, promotion, discipline and removal for department personnel.
- Develops and maintains cooperation with Federal, State, County and local law enforcement agencies and with City residents, departments and officials.
- Studies ways and means to improve departmental efficiency and effectiveness for the well-being and morale of citizens and of department personnel.

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CHIEF OF POLICE
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Directs the maintenance of comprehensive records of departmental activities and causes preparation of reports of such activities as required.

Is responsible for the preparation of and implementation of the departmental budget.

Organizes all phases of department operations to ensure prompt, courteous service to citizens calling upon the department, regardless of whether or not a crime has been committed.

Provides crime prevention services that increase the fact and feeling of security for the general public.

Directs patrol operations to ensure citizen requirements are met and that special patrol objectives are accomplished on a 24-hour per day basis.

Directs investigative services to provide maximum feasible solution rates, convictions, and restoration of stolen property to citizens who have been victimized.

Ensures that the laws of the City of Rockville, the State of Maryland, and the United States of America are upheld, that law and order is maintained within the boundaries of the City of Rockville, and the rights of its citizens are protected.

Establishes and maintains effective working relationships with Federal, State, County and other officials and agencies.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Must possess the minimum of a Bachelor's Degree from an accredited college or university in criminal justice or a closely related field and seven years of progressively responsible supervisory police agency experience including staffing, community relations, crime investigation, budgeting, planning, training, research, analysis and crime prevention strategies. At least 5 years of the experience must have been in an administrative and managerial capacity with program responsibility, provided that a Master's Degree in criminal justice or a closely related field may be substituted for two years of the non-administrative, non-managerial experience. Certification as a police officer in the State of Maryland, or ability to obtain such certification within a year of employment. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Comprehensive knowledge of modern principles and practices of police administration, organization and operation.

Thorough knowledge of technical and administrative phases of crime prevention, crime investigation, law enforcement and the preparation and presentation of evidence and related functions.

Considerable knowledge of Federal, State, County, municipal laws, ordinances, codes and regulations.

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Considerable knowledge of budgeting, purchasing and office management.

Skill in dealing effectively with difficult, often contentious and volatile individuals and situations.

Considerable ability to plan, assign, supervise and evaluate the work of subordinates in varying levels of responsibility.

Considerable ability to plan and direct surveys of various phases of prevention, protection and enforcement activities, analyze results and recommend remedial measure.

Considerable ability to develop and maintain cooperative and working relationships with others.

Considerable ability to analyze situations, to think quickly and to direct officers and equipment under emergency conditions.

Considerable ability to enforce laws and regulations firmly, impartially and effectively.

Revised: 9/04

CITY OF ROCKVILLE
DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT SERVICES

CHARACTERISTICS OF CLASS:

The Director of Community Planning and Development Services performs complex leadership, management and professional work in directing the City's initiatives in this area. This position is responsible for the overall administration and implementation of all functions of the Department including long-range community planning, development review, zoning administration and enforcement, historic preservation, redevelopment coordination, housing programs and building construction codes. As a member of the senior management team, the incumbent reports to the City Manager and assists all team members in strategic planning for the City. Work requires seasoned judgment in allocating resources and involves extensive public contact.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Promote excellent community relations and public participation.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Plans, organizes, directs, executes, and provides day-to-day effective leadership and management of all aspects of the City's community planning and development services programs within the limits defined by applicable City policy, City ordinances, and State and Federal laws/regulations.

Aids the department and City organization in periodically updating the Comprehensive Master Plan.

Promotes excellent community relations by engaging the public, interested groups, various public officials and other individuals, on the full range of land use issues and responsibilities

Explains the department's programs to the public, interested groups and individuals on the full range of land use issues and responsibilities.

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DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT SERVICES

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Directs staff activities to implement various special and continuing projects and plans relating to growth, development, and redevelopment of the City.

Encourage effective problem participation in land use.

Develops and administers the department's budget and performance measurement system.

Develops policy procedures on planning, development, and code enforcement.

Supervises a staff of professionals.

Acts as a major liaison between the Mayor and Council and Federal, State and other local government entities and agencies.

Develops new supervisory procedures and initiates innovative programs and activities to expedite the completion of community development projects and the reduction of administrative costs.

Supervises the development and implementation of City housing programs to achieve and maintain a diversified housing base, and administers the Community Development Block Grant Program.

Directs the Inspection Services Division in the administration and enforcement of the City's zoning, health and life safety, building property maintenance, housing and fire codes.

Performs related work as assigned.

QUALIFICATIONS:

Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university, supplemented by achievement of a Master's degree in urban planning, public administration or a closely related field, and six years of progressively responsible experience in community planning and development, including a strong background in local government planning with a strong community and neighborhood orientation. Member of American Institute of Certified Planners (AICP).

Preferred Knowledge, Skills and Abilities:

Extensive knowledge of the principles, practices, laws, regulations, procedures and requirements of federally-financed community development programs.

Extensive knowledge of the principles, practices and organization of local government.

Considerable knowledge of economics, market analysis, land appraisal, real estate practices and the law, land development and planning, public administration, government finances.

Ability to provide information and to convey explanations of highly complicated regulations and requirements to appointed and elected officials and the community in a concise, accurate and clearly understandable way.

Ability to establish and maintain effective working relations with consultants, property

owners, developers, residents, occupants, other employees, state and federal officials, and the general public while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.

Ability to present ideas clearly and concisely, orally and in writing, to groups and individuals.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems for which there has been no precedent established.

Revised: 10/07

**CITY OF ROCKVILLE
DIRECTOR OF FINANCE**

CHARACTERISTICS OF CLASS:

The Director of Finance performs complex professional and administrative work involving the planning, organizing and directing of City financial activities. The responsibilities of this position are to direct the operation of the Department of Finance, to recommend financial and administrative policy to the City Manager and the Mayor and Council, and to assist the operating departments to deliver services to the public by providing financial and administrative support and services. Included in the Finance Department are the functions of financial management and planning, debt management, cash management, accounting, accounts payable, payroll, purchasing and warehousing, utility billing and tax collection and budget. Incumbent reports directly to the City Manager, serves as a member of the senior management team and as such assists in the strategic management process.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is Provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes, directs and participates as necessary in all City financial activities including budgets, payroll, pension, procurement, disbursements, revenues, etc.
- Plans, organizes, directs and participates in the activities of subordinates and provides ongoing feedback.
- Sets, determines, and establishes departmental policies and procedures.
- Plans and completes work necessary to issue bonds as part of a City team.
- Invests cash balances to secure maximum rate of return consistent with the laws of Maryland and to meet cash flow needs.
- Prepares Comprehensive Annual Financial Report in conformance with generally accepted accounting principles for local government.

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DIRECTOR OF FINANCE
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Prepares interim financial reports.

Establishes and maintains financial systems and procedures.

Attends Mayor and Council meeting as requested to advise on financial and administrative matters.

Adjusts priorities within the Finance Department in response to changing objectives and needs.

In the most efficient and effective manner possible, directs the proper collection and accounting of all revenues required by the City, including billing of utilities and special assessments; all purchases made by the City; payment of all bills, including payroll; proper accounting of all expenditures; investment of all idle funds to obtain maximum earnings; and issuance of debt and financial reporting to satisfy bond holders, management and the citizens of Rockville.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Master's Degree from an accredited college or university with major course work in accounting, economics, business or public administration, plus a minimum of five years of progressively responsible supervisory experience in full-service local government finance.

Preferred Knowledge, Skills and Abilities:

Extensive knowledge of the principles and practices of municipal financial administration, investments, accounting and auditing.

Extensive knowledge of the legal authority, structure, duties, and limitations of municipal administration government.

Extensive knowledge of the principles and practices of utility, tax and property accounting, and of their associated systems and procedures.

Extensive knowledge of the procedures and practices of municipal purchasing, contracts and inventory control.

Extensive knowledge of motivational, team-building, and negotiating techniques.

Ability to plan, organize and direct the activities of a large group of professional, technical and clerical subordinates.

Ability to analyze, design, modify and implement automated and manual systems and procedures.

Ability to analyze complex financial information and communicate it to nonfinancial users in an understandable manner.

Ability to establish policies and procedures where there was no previously existing precedent.

Ability to establish and maintain effective working relationships with superiors, associates, subordinates, the banking and business community, and the general public.

Revised: 9/04

CITY OF ROCKVILLE
DIRECTOR OF INFORMATION AND TECHNOLOGY

CHARACTERISTICS OF CLASS:

The Director of Information and Technology performs complex professional and administrative work in directing the City's initiatives and programs in these areas. This position is responsible for the overall direction, administration and management of all functions of the Department of Information and Technology in support of all other departments and operations in the City including providing information and technology leadership, strategic plan development, creating and sustaining a customer driven orientation for support work and service delivery, strategically utilizing information technology to meet the vision and goals of the City's elected officials and the service and operational mandates established by the City Manager, etc. Substantial independent judgement is allowed with the work being reviewed by the City Manager. As a member of the senior management team assists the City Manager and other team members in the strategic management process. This position requires continuing contacts involving negotiations, sense of timing and handling of difficult relationships. The physical work is light in nature requiring considerable mental effort and stress and has major responsibility for work which effects overall agency service delivery subject to broad policy and general management guidance.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes, directs, leads and participates as necessary in City-wide information and technology services including:
 - Providing consulting services to departments to identify their technology needs as well as opportunities for leveraging technology across departments;
 - Educating City staff on existing and new technologies that can be used to enhance operations and service delivery;
 - Creating strategic plans and budgets for the acquisition, procurement, and deployment of technology;

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DIRECTOR OF INFORMATION AND TECHNOLOGY
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Directing the acquisition, installation and operation of information and telecommunications hardware and software;

Leading technology service delivery to the City through automated applications, an adequate desktop computer environment for staff, and a communications network infrastructure that provides for reliable transfer of information within and between City facilities, and with external agencies and networks;

Identifying the staffing needs of the Department of Information and Technology; directing the activities of the technology staff, ensuring staff have adequate training, and opportunities for professional growth;

Guiding the City's Year 2000 Compliance Program;

Convening and leading interdepartmental teams to address the continuously evolving technology needs of the City;

Integrating the City's technology effort with that of the community-driven technology vision statement as articulated in "*Imagine Rockville: Shaping the Future*";

Coordinating with adjacent municipalities, county and state governments, and other entities such as community colleges and universities to best leverage technology for Rockville citizens and the business community.

Performing a variety of other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university supplemented by achievement of a Master's degree in Computer Science or a closely related field and five years of progressively responsible supervisory and management experience in Electronic Information and Technology programs including state of the art uses of information technology, telecommunications, and team leadership in a senior management capacity and experience working with outside vendors and implementing large scale automation projects.

Preferred Knowledge, Skills and Abilities:

Comprehensive knowledge of planning, programming, budget regulations, and contract and procurement functions;

Comprehensive knowledge of the current practices and trends in information and telecommunications technology.

Excellent communication skills including an ability to present complex technological concepts in a clear, understandable manner.

Proven ability in advanced management principles, practices, organizational theory, and techniques of analysis and evaluation.

Revised: 9/04

**CITY OF ROCKVILLE
DIRECTOR OF PERSONNEL**

CHARACTERISTICS OF CLASS:

The Director of Personnel performs complex professional and difficult administrative work involving the direction and supervision of all personnel related activities including: Benefits Administration (including the Employee Pension Plan; Affirmative Action Plan; Labor Relations; Safety and Loss Control; Risk Management; Recruitment and Testing; Training; Pay and Classification Administration; and compliance with Federal, State, and City laws relative to Personnel Administration. The incumbent of this position serves as a member of the senior management team and in that capacity assists the City Manager and other team members with strategic management planning. This incumbent of this position works under the general direction of the City Manager, but is expected to use a high level of independent action to ensure that the Personnel Division fulfills its assigned mission.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Advises and makes recommendation to the City Manager on personnel related matters and on personnel organization and administration.

Conducts personnel research and gathers data concerning prevailing compensation.

Maintains position classification and compensation plans.

Plans and executes recruitment programs; schedules, prepares and conducts oral and written examinations of applicants for City employment; evaluates qualifications and makes referrals to department heads, makes reference checks of applicants of high level positions; revises written tests for reliability, validity and appropriateness.

Develops procedures and forms for personnel transactions such as appointments, transfers, promotions and lay-offs; directs the maintenance of annual, sick, personal and disability leave records, as well as other records and directs the audit of payrolls for

**CITY OF ROCKVILLE
DIRECTOR OF PERSONNEL
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accuracy of classification and salary rate.

Negotiates contracts and agreements with organized employee groups; assists in writing collective bargaining agreements; represents the City in administering collective bargaining agreements.

Confers with employees, employee representatives, and supervisory or administrative personnel on grievances and suggestions on programs; reviews and makes recommendations on annual budget requests for personnel.

Supervises the administration of employee health and hospitalization programs, employee life insurance, employee pension plans and other benefit programs.

Performs a variety of functions related to personnel administration, such as interpreting rules and regulations, carrying out special directives of the City Manager and preparing reports.

Administers effectively and efficiently the compensation and benefits program.

Administer effectively and efficiently the safety and loss control program.

Administers effectively and efficiently the recruitment and testing Program.

Administers effectively and efficiently the labor relations program.

Administers effectively and efficiently the training program..

Administers effectively and efficiently the pay and classification program.

Complies effectively and efficiently with pertinent Federal, State and City laws and regulations,

Develops overall personnel policy for the City.

Provides critical advice on sensitive personnel issues.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in public or personnel administration and ten years of progressively responsible personnel experience (local government experience preferred) including considerable supervisory experience.

Preferred Knowledge, Skills and Abilities:

Comprehensive knowledge of modern principles, methods and techniques of public administration.

Comprehensive knowledge of laws, ordinances and regulations governing City personnel operations.

Good knowledge of the problems involved in administering a comprehensive and integrated personnel system.

Good knowledge of the principles and techniques of organization and administration.

Ability to supervise the processing of personnel transactions and the installation and maintenance of personnel records.

Ability to establish and maintain effective and cooperative working relationships with officials and department heads, individual employees and the general public.

Revised: 9/04

**CITY OF ROCKVILLE
DIRECTOR OF PUBLIC WORKS**

CHARACTERISTICS OF CLASS:

The Director of Public Works performs complex professional and administrative work in directing the City's Department of Public Works. Work involves responsibility for planning, organizing, and directing a widely diversified Public Works program with activities including the design, operation and maintenance of the City's infrastructure. Substantial independent judgement is allowed with work being reviewed by the City Manager. The incumbent also is responsible for participating as a member of the senior management team and as such assists the City Manager in strategic management planning.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Directs through subordinates the planning, design, engineering, survey, inspection, construction, scheduling, repair and maintenance of all capital improvements, streets, motor vehicle fleet, water plant, water distribution, waste water collection, storm and sanitary sewer, refuse collection and disposal, street lighting, traffic management and related Public Works projects and programs.

Plans, develops, organizes, schedules, directs and participates as necessary in Public Works related projects and programs for the City.

Recruits, trains, advises and supervises through subordinates the work of a large group of supervisors, engineers, inspectors, technicians, maintenance workers and other personnel conducting assigned duties. Supervises all workers and other personnel conducting assigned duties. Supervises all departmental activities through a management team of division supervisors.

Works with staff to determine project and program goals, evaluates facility needs, program adequacy and establishes appropriate levels of maintenance.

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DIRECTOR OF PUBLIC WORKS
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Coordinates activities with other City departments, and with outside agencies and committees.

Prepares the departmental budget with assistance of subordinates and supervises department accounting and financial procedures.

Prepares special and regular reports, procedures, policies and other documents relating to departmental programs.

Evaluates through observations and conferences with supervisors the effectiveness of employees; organizes staff assignments to meet program requirements; encourages and promotes staff development through attendance at workshops and training seminars.

Initiates, develops, plans, monitors and manages citywide and neighborhood Public Works projects and programs. Projects and programs include leaf, trash and recycling collection, snow removal, waterline flushing, etc., and coordinates these efforts with other City, County and State Departments, civic associations, school board, etc.

Advises the Mayor and Council, the City Manager, and various Boards and Commissions on matters relating to Public Works. May discuss departmental activities with civic and business associations, youth groups, service organizations and individuals. These duties will require presence at occasional meetings and events on evenings and weekends.

Responsible for assessing and determining the Public Works needs of the City.

Performs related work as assigned.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a degree in civil engineering plus a master's degree in public administration or closely related field, and five years of progressively responsible administrative and supervisory experience with major responsibility in a City, County or Military Public Works Department. Possession of a driver's license valid in the State of Maryland.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the philosophy, principles, objectives and repetitive practices of municipal Public Works programs.

Comprehensive knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining a diversified Public Works program and maintaining Public Works facilities, infrastructure and related equipment.

Considerable knowledge of available resources, and limitations of a city government.

Comprehensive knowledge of Public Works operations.

Considerable knowledge of specialized Public Works operations including but not limited to water collection, treatment and distribution, traffic control and flow, street construction and maintenance, infrastructure, storm water management.

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DIRECTOR OF PUBLIC WORKS
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Considerable knowledge of acceptable Public Works construction maintenance practices.

Ability to plan and direct major and minor projects and programs.

Ability to plan, organize and direct the activities of a large group of professional and paraprofessional Public Works personnel engaged in widely varied Public Works activities.

Ability to establish and maintain effective working relationships with associates, part-time and full-time employees, groups and individuals interested in Public Works matters, and other departments and agencies.

Revised: 9/04

**CITY OF ROCKVILLE
DIRECTOR OF RECREATION AND PARKS**

CHARACTERISTICS OF CLASS:

The Director of Recreation and Parks performs complex professional and administrative work in directing the City Department of Recreation and Parks. Work involves responsibility for planning, organizing, and directing a widely diversified recreation and park program with activities for all ages and interest groups. Substantial independent judgement is allowed with work being reviewed by the City Manager. This position also is responsible for participating as a member of the senior management team and as such assists the City Manager in strategic management planning.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.
Serve and meet the needs of customers during routine or emergency situations.
Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
Ability to assess his/her work performance or the work performance of the team.
Plan and organize his/her work, time and resources, and if applicable that of subordinates.
Contribute to the development of others and/or the working unit or overall organization.
Produce desired work outcomes including quality, quantity and timeliness.
Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
Understand and value differences in employees and value input from others.
Consistently report to work and work assignments prepared and on schedule.
Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Directs through subordinates the planning, design, construction, scheduling of usage, and maintenance of all recreational, cultural, maintenance and office facilities; plans, acquires and develops neighborhood playgrounds, playing fields, parks, forests, and street landscaping.

Plans, develops, organizes, schedules, directs, publicizes and participates as necessary in sports, physical recreation, instructional, special event, cultural, general recreational and leisure time activity programs for all ages and interest groups; and all services for seniors both recreational and social.

Recruits, trains, advises and supervises through subordinates the work of a large group of recreation supervisors, leaders, specialists, instructors and other personnel conducting assigned duties; develops the use of volunteer recreation workers. Supervises all departmental activities

through a management team of division supervisors.

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DIRECTOR OF RECREATION AND PARKS

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Works with staff to determine facility and program goals, evaluates facility needs, program adequacy and establishes appropriate levels of maintenance.

Coordinates park development and recreational activities with other City departments, agencies and committees; discusses and publicizes departmental activities through contacts with civic associations, groups and individuals.

Prepares the departmental budget with assistance of subordinates and supervises department accounting and financial procedures.

Prepares special and regular reports, procedures, policies and other documents relating to departmental programs.

Evaluates through observations and conferences with supervisors the effectiveness of employees; organizes staff assignments to meet program requirements; encourages and promotes staff development through attendance at workshops and training seminars.

Initiates, develops, plans and manages citywide and neighborhood special events. Events range from small block parties to large-scale events, attracting participation from the entire metropolitan area, and coordinates these efforts with teams from the Chamber of Commerce, Jaycees, civic associations, school board, and county services such as police, fire and rescue, school board, etc.

Considerable evening and weekend work with Boards and Commissions, civic groups, business associations, youth groups, and service organizations.

Plans, design constructs, schedules, and maintains all City recreation and cultural facilities.

Assesses and determines the recreational needs of all ages and interest groups.

Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a master's degree in recreation, public administration or closely related field, and five years of progressively responsible administrative and supervisory experience in park development and recreational program management in the public sector. Possession of a driver's license valid in the state of Maryland.

Preferred Knowledge, Skills and Abilities:

Comprehensive knowledge of the philosophy, principles, objectives and practices of a large scale and widely diversified municipal recreation and park program appealing to all ages and interest groups.

Comprehensive knowledge of the methods, techniques, materials, equipment and safety
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DIRECTOR OF RECREATION AND PARKS
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precautions used in planning, promoting, executing and maintaining a diversified recreation program and maintaining park and recreational facilities and related equipment.

Ability to plan and direct major and minor special events.

Considerable knowledge of civic resources, interested organizational possibilities, and limitations of a city government.

Comprehensive knowledge of the recreational and social needs of seniors, including health, nutrition, finances, transportation and welfare.

Ability to plan, organize and direct the activities of a large group of professional and paraprofessional recreational personnel engaged in widely varied recreational activities.

Considerable knowledge of specialized recreational facilities including golf courses, indoor/outdoor swim facilities, senior centers, recreational centers, theaters, and historical properties.

Ability to analyze, establish, modify and advise on recreational operations, policy and procedural matters in such a manner as to assure a diversified program meeting the leisure time needs of the community.

Considerable knowledge of cultural arts, including performing groups, artists, musicians, and neighborhood and citywide arts programs.

Ability to establish and maintain effective working relationships with associates, part-time and full-time employees, groups and individuals interested in recreational and cultural matters, and other departments and agencies.

EOE

Revised: 9/04